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27 September 1952

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Career Service

1. It is essential that we establish at the earliest possible date the policies and principles which will govern career service development within the DD/P organization.

2. Basic policies determining initial career service assignment of our personnel should logically be:

a. Assignment to a Foreign Intelligence professional service of all individuals assigned to OSO on 1 August 1952 and thereafter, except as indicated in sub-paragraphs e and f below.

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b. Assignment to a professional [REDACTED] Service of all individuals assigned to such activities within OPC on 1 August 1952 and thereafter, except as indicated in sub-paragraphs e and f below.

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c. Assignment to a professional [REDACTED] Service of all individuals assigned to such activities within OPC on 1 August 1952 and thereafter, except as indicated in sub-paragraphs e and f below.

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d. Assignment to a professional technical service of all individuals performing technical (exclusive of administrative) duties in the Office of Technical Services.

e. Assignment to the appropriate professional administrative service (Personnel, Finance, Medical, Logistics, etc.) of all individuals who perform specific technical duties within the DD/P organization which place them in the category of a single CIA administrative service, except as indicated in sub-paragraph g below.

f. Assignment of all professional administrative personnel who perform general administrative duties other than secretarial and clerical and not of a single technical specific nature within the DD/P organization to a general administrative Agency career service under DD/A except as indicated in sub-paragraph g below.

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g. In deciding the career service assignment of individuals covered by sub-paragraphs e and f above, the following shall be determining factors:

(1) If the individual concerned has been assigned to administrative duties from operational duties and desires to and is acceptable for return to an operational assignment, he shall be assigned to the appropriate operational service.

(2) If the individual concerned has not previously performed operational duties but desires and is acceptable for operational assignment, he shall be assigned to the appropriate operational service.

(3) If the individual concerned has been assigned from a professional administrative service or has not previously performed operational duties and does not desire or is not acceptable for an operational assignment, he shall be assigned to the professional administrative service concerned.

h. Assignments as indicated above should be primary assignments. However, any individual who has demonstrated successful experience in other lines should be given one or more secondary designations depending on the scope of such other experience.

i. No individual should be transferred from a primary service without the prior approval of the head of that service or authorized higher authority.

j. Assignment and promotion responsibility should be centralized for each career service so that the service chief may administer his career program on a world-wide basis. This would mean that every assignment, reassignment, promotion, or demotion in each service must be considered by the central career service board of the service concerned.

3. Career service boards are required to be established in each senior operational staff. Their composition is indicated in the attachment.

4. It will be necessary to establish a DD/P Career Service Board, the recommended composition of which is also indicated in the attachment, to consider and assist in monitoring the careers of DD/P personnel for positions not within any single career service and those assigned to such small units as the DD/P office, the Plans and Programs Staff, the Inspection and Review Staff, and where appropriate, the Administration Staff.

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5. Basic to the above are the following steps:

a. An inventory of all currently assigned personnel by service for review by the service chiefs or career service boards concerned to establish the initial career service lists.

b. The acceptance of the above policies and principles by the Agency Career Service Board.

c. The establishment of internal procedures to make the basic plan effective.

d. The determination of some appropriate and secure method to handle deep cover personnel on a career basis.

6. Recommend you approve of the above basic approach to this problem and the transmission of this recommendation to the Agency Career Service Board for consideration.

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SIGNED

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Acting Chief of Foreign Intelligence

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Chief of Administration

1 Encl.

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DD/P - Orig, 2 ✓
CPO - 1
CPP - 1
CFI - 1
RI - 1
CAO - 2

CAO:LTS/mc (27 Sep 52)